



LEEPER PARK TENNIS DIRECTOR (PART TIME TEMPORARY)

Department:	Parks & Recreation	Rate of Pay:	\$10.00 - \$13.00 hr.
Location:	Leeper Park		
Shift:	Days/evenings/weekends/holidays	Hours:	20 to 25 weeks, 20 to 40 hrs/week
Posting Date:	12/03/12	Closing Date:	12/07/12

SUMMARY

Plans, organizes, implements, promotes and supervises Leeper Tennis facility and staff to ensure a quality program. Oversees the day-to-day operations which include customer service to public; registration of classes/leagues/tournaments; handling money; daily deposit; cleanliness of facility and grounds; supervision of staff; maintaining inventory of goods and selling of goods; ordering of equipment, shirts, trophies and other equipment that is ok'd by the supervisor; communicating properly with supervisors.

JOB DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Serves as a representative of the City of South Bend, demonstrating a positive attitude and progressive actions through the display of professionalism. Be courteous, use appropriate tact and discretion in all interactions with the other employees and with the public.
- Plans and organizes classes, leagues, tournaments, rentals of Leeper Tennis Center.
- Completes registration forms properly for classes, leagues, tournaments, and rentals.
- Oversees and maintains budget for the facility and its programs/leagues/tournaments/rentals.
- Handles interviews and hiring of all seasonal personnel for the facility and its programs.
- Supervises all Leeper Tennis seasonal employees.
- Helps with the promotion and dissemination of printed and electronic marketing materials for the Leeper Tennis Center and all of its programs and leagues.
- Organizes and implements all tournaments. Handles the paperwork of compiling stats after the tournament.
- Maintains cleanliness of facility, grounds and office. As needed picks up trash and equipment; cleans office, front office and seating areas.
- Handles and oversees registration of daily play/classes/leagues/tournaments/rentals.
- Responsible for daily deposit of all fees collected.
- Prepares purchase requisitions, follows City of South Bend's purchasing policies, orders supplies and turns in proper packing slips and receipts to accounts payable.

EDUCATION AND EXPERIENCE

A high school graduate or equivalent.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of the sport of tennis and tennis facilities and the ability to teach youth the basics of the sport. Knowledge of basic budgeting; ability to deal effectively with the public; ability to effectively supervise workers; ability to effectively coordinate and speak in public settings.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, talk, walk, kneel, stoop, bend and lift; use hands to finger, handle, or feel objects, tools, controls, and reach with hands and arms. The employee is occasionally required to climb, balance and crawl. The employee must be able to stand or sit for long periods of time. Specific vision abilities required by this job include close vision and the ability to adjust focus.

LICENSE, CERTIFICATE OR REGISTRATION REQUIRED:

A valid Indiana driver's license, CPR/AED/First Aid Certification or able to obtain within days of the program beginning.

DRUG SCREENING REQUIRED

Apply no later than 12/07/12, City of South Bend, Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601 or to apply online, go to www.southbendin.gov

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, sexual orientation, gender, veteran status or genetic information.